

## 17. Federal CAS

### 17.1 Summary

The Defense Contract Management Command (DCMC) provides contract administration services to Government agencies (other than the Department of Defense) as well as foreign governments when asked to do so. The Federal Contract Administration screen allows you to enter the number of delegations and the number of hours earned regarding these services.

When the Federal CAS screen (Figure 17.3) opens, you can either select Open or New as explained in Section 6. The procedures for using these options in the Federal CAS function are discussed below.

#### Open



If you want to find an existing record to view or edit, select Open by clicking on Open in the File menu or on the Open icon. When you do this, the Search window shown in Figure 17.1 pops up on your monitor. This window allows you to search for the record you want to open. When this window appears, the cursor is in the CAO data box. Type in the CAO Code, and then press Tab or Enter. This moves the cursor to the Record Date box for you to type in the Record Date in MMY format. For example, to enter the record date for August 1996, type in 0896. Press Tab or Enter. The date you entered is displayed as AUG-1996. Then with the cursor in the District Code data box, type in the District Code, and then click on **Open**.

**Federal CAS Search**

Please enter the following information:

CAO Code:

Record Date:  **MMYY**

District Code:

**Figure 17.1 Federal CAS Search Pop-Up Window**

The application searches for a record which meets your search criteria. One of two things will happen as a result of the search: a matching record will be found or no matching record will be found. If a record is found, the information associated with it will then be displayed on your screen.

If no records are found, a message window (Figure 17.2) will pop up on your monitor to inform you that "No data met your search criteria." Click on **OK** to make this window disappear.



**Figure 17.2 No Data...Pop-Up Message**

New



If you want to add a new record, select New by clicking on New in the File menu or on the New icon. When you do this, the data boxes are populated, and the information in the District data box is highlighted.

## 17.2 Federal CAS Screen

	<u>NASA</u>	<u>Other Federal</u>	<u>FCAS</u>	<u>Total</u>
Delegations	17.3.1.5	17.3.1.6	17.3.1.7	17.3.1.8
Hrs. Earned	17.3.1.9	17.3.1.10	17.3.1.11	17.3.1.12

Figure 17.3 Federal CAS Screen

Note: Numbers in data boxes indicate corresponding section numbers.

## 17.3 Fields for Federal CAS Screen

### 17.3.1.1 District

This is for the code (up to 5 alpha characters) which identifies the Defense Contract Management Command (DCMC) District. It is a required data element, automatically populated based on the Username entered during the log-in procedure. *Note: This field may be changed to another valid District Code, if necessary.*

### 17.3.1.2 Date

This data box is automatically populated with the current month and year. If a previous month is needed, highlight (select) the displayed date and enter the one you want. For example, enter 1096 for October 1996. It is displayed as Oct-1996.

### 17.3.1.3 CAO

This is for the MOCAS code (up to 5 alpha characters) which identifies the Contract Administration Office (CAO). It is a required data element, automatically populated based on the Username entered during the log-in procedure. *Note: This field may be changed to another valid CAO Code, if necessary.*

### 17.3.1.4 CAO Name

This is for the name (up to 30 alphanumeric characters) of the Contract Administration Office (CAO). It is protected and automatically populated with the name associated with the CAO code (17.3.1.3).

### 17.3.1.5 NASA Delegations

Enter the quantity (up to 6 digits) of National Aeronautics and Space Administration (NASA) delegations on-hand at the Contract Administration Office (CAO) at the end of the period and open during that period, regardless of type, for which a document control number has been assigned in the Defense Contract Administration Reimbursable Reporting System (DCARRS). This required data element has a value of zero (0) unless you change it to another number.

### 17.3.1.6 Other Federal Delegations

Enter the quantity (up to 6 digits) of other Federal delegations on-hand at the Contract Administration Office (CAO) at the end of the period and open during that period, regardless of type, for which a document control number has been assigned in the Defense Contract Administration Reimbursable Reporting System (DCARRS). This required data element has a value of zero (0) unless you change it to another number.

### 17.3.1.7 FCAS Delegations

Enter the quantity (up to 6 digits) of Foreign Contract Administration Service (FCAS) delegations on-hand at the Contract Administration Office (CAO) at the end of the period and open during that period, regardless of type, for which a document control number has been assigned in the Defense Contract Administration Reimbursable Reporting System (DCARRS). This required data element has a value of zero (0) unless you change it to another number.

### 17.3.1.8 Total Delegations

This is the total number of delegations entered in boxes 17.3.1.5, 17.3.1.6 and 17.3.1.7. The value is automatically calculated and entered for you in this protected data box.

### 17.3.1.9 NASA Hrs. Earned

Enter the quantity (up to 12 digits) of non-Department of Defense (DoD) reimbursable hours reported to the Defense Contract Administration Reimbursable Reporting System (DCARRS) by the Contract Administration Office (CAO) against National Aeronautics and Space Administration (NASA) delegations during the period. This required data element has a value of zero (0) unless you change it to another number; however, its value must be zero if the NASA Delegations (17.3.1.5) is zero. *Note: Negative numbers may be used.*

**17.3.1.10 Other Federal Hrs. Earned**

Enter the quantity (up to 12 digits) of non-Department of Defense (non-DoD) reimbursable hours reported to DCARRS by the Contract Administration Office (CAO) against other Federal (non-National Aeronautics and Space Administration or non-NASA) delegations during the period. This required data element has a value of zero (0) unless you change it to another number; however, its value must be zero if the Other Federal Delegations (17.3.1.6) is zero. *Note: Negative numbers may be used.*

**17.3.1.11 FCAS Hrs. Earned**

Enter the quantity (up to 12 digits) of non-Department of Defense (non-DoD) reimbursable hours reported to Defense Contract Administration Reimbursable Reporting System (DCARRS) by the Contract Administration Office (CAO) against Foreign Contract Administration Service (FCAS) delegations during the period. This required data element has a value of zero (0) unless you change it to another number; however, its value must be zero if the FCAS Delegations (17.3.1.7) is zero. *Note: Negative numbers may be used.*

**17.3.1.12 Total Hrs. Earned**

This is the total number of hours entered in boxes 17.3.1.9, 17.3.1.10 and 17.3.1.11 The value is automatically calculated and entered for you in this protected data box.